



# SYNERTRADE RFX PROCESS

Training Manual Document

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# Supplier Response to RFX Events

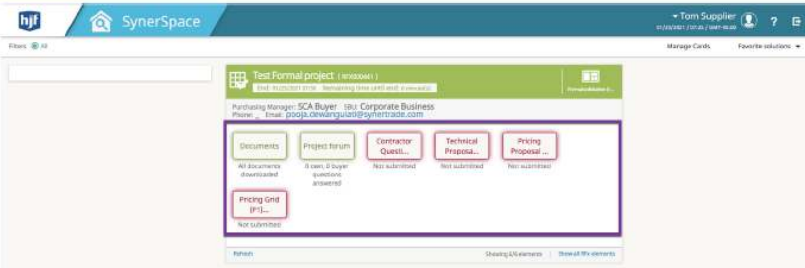
## General Navigation and RFX Response

Suppliers Receive email Inviting them to participate in the RFX Process. If they are accessing the platform for the first time, a login ID ( Email address) and Password will be provided.

Suppliers login on using their UserID/Password will land on the SynerSpace page. If they are invited to an RFX event, they will have the following options.

**SUPPLIER LOGIN (1)**

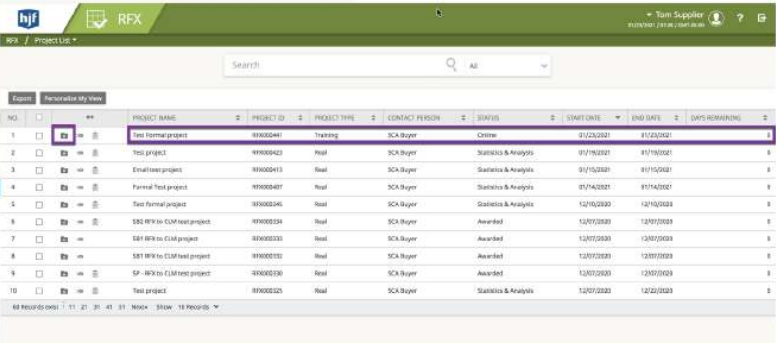
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Click on a Questionnaire / grid card on SynerSpace to directly place values in it.

OR  
Access the project via:  
*Menu – RFX – Project List – Open*

OR  
*Via Shortcuts*



NO	PROJECT NAME	PROJECT ID	PROJECT TYPE	CONTACT PERSON	STATUS	START DATE	END DATE	DAYS REMAINING
1	Test formal project	89000401	Training	SCA Buyer	Open	01/23/2021	01/23/2021	0
2	Test project	89000423	Real	SCA Buyer	Statistics & Analysis	01/19/2021	01/19/2021	0
3	Email test project	89000413	Real	SCA Buyer	Statistics & Analysis	01/15/2021	01/15/2021	0
4	Parent Test project	89000407	Real	SCA Buyer	Statistics & Analysis	01/14/2021	01/14/2021	0
5	Test Formal project	89000346	Real	SCA Buyer	Statistics & Analysis	12/10/2020	12/10/2020	0
6	S&I RFX to CLM test project	89000334	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	0
7	S&I RFX to CLM project	89000333	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	0
8	S&I RFX to CLM test project	89000332	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	0
9	S&I RFX to CLM test project	89000330	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	0
10	Test project	89000323	Real	SCA Buyer	Statistics & Analysis	12/01/2020	12/01/2020	0

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## SUPPLIER LOGIN (2)



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**GENERAL PROJECT INFORMATION**

Project name: Test Formal project  
Project ID: RFX000441  
Project leader: SCA Buyer  
Project Description (max. 2000 characters): Test description  
Project type: Training

**ASSIGNMENTS**

Strategic business units: Corporate Business  
Cost Centers: DISCRETIONARY FUNDS  
Category: USU CURRENT ON-SITE OVERHEAD COST - NON-CONTRACT GENERAL SERVICES  
Currency: USD - US Dollar  
PB Number: P000116

View the details on the Project Details tab.

Click on **Documents** to view/upload document.

Click on **RFX Elements** to access the Questionnaires and Pricing Grid.

Click **Place Values** to place values in a Questionnaire or a Pricing Grid. Click **Submit Forms** to submit your response. Once the end date is reached you will no longer be allowed to place values.

Click on the tab **Project Forum** to post questions for the Buyer Team.

ID	MESSAGE	NAME	LEVEL	ROUND	STATUS	TYPE	COST CENTER	SWID	PUBLISHED	START DATE	END DATE	PHASE	ATTACHMENTS
1	Not answered	Correction Questionnaire	1	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFP	
2	Not answered	Technical Proposal (T)	2	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFP	
3	Not answered	Pricing Proposal (P)	3	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFP	
4	Not answered	Pricing Grid (PG)	3.1	1	Online	Grid				01/20/2021 16:44:10	01/20/2021 16:30:00	RFP	

